

## Sullivan County NH

**Type of meeting:** Board of Commissioners Regular Public Meeting  
Minutes

**Date/Time:** Tuesday, December 19, 2006; 1:30 p.m.

**Place:** Unity County Complex, Sullivan County Health Care,  
1<sup>st</sup> Floor Frank Smith Living Room

**Attendees:** Commissioners Donald S. Clarke – *Chair*, Ben C. Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – *County Manager*; Samantha Fletcher – *Human Resource Assistant*; Scott Wojtkiewicz – *Sullivan County Health Care Administrator*; Scott Hagar – *DOC Superintendent*; Patti Henderson – *RN/Staffing Coordinator*; Heidi Smith – *S.C.H.C. Director of Nursing*; April Bartley – *S.C.H.C. Assistant D.O.N.*; Ann LaBelle – *Director of Nursing*; Greg Chanis – *Facilities & Operations Director*; Sharon Johnson-Callum (minute taker).

**Other attendance:** Jeff Barrette – Commissioner Elect; Rep. Larry Converse Rep. Ray Gagnon.

**1:31** Commissioner Clarke opened the meeting. The *Pledge of Allegiance* was recited by all.

### AGENDA ITEM 1. MEETING MINUTES

DECEMBER 5, 2006 PUBLIC MEETING MINUTES

Commissioner Jarvis requested on page 2 of the draft to add the Article number to The Conflict of Interest section.

**1:32** A motion was made, by Commissioner Nelson, to approve the [December 5, 2006] minutes with amendment. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

### AGENDA ITEM 2. HUMAN RESOURCES

#### AGENDA A. WORKMEN'S COMPENSATION [ARTICLE XIII] UPDATE

Mr. Gil de Rubio noted Mr. Farrand was unable to attend the meeting due to an appointment, and requested him to provide the update. Mr. Gil de Rubio reminded the Board of the County Employee Workmen's Compensation policy approved at the 6/20/06 meeting, and their request for a six-month update. In the six-month time frame they have been 50% successful, with two incidences reported, of which one is unresolved. Commissioner Jarvis requested a copy of the [NH State RSA 281-A:25-a. *Workman's Compensation: Reinstatement of Employee Sustaining Compensable Injuries*] law. Mr. Gil de Rubio reminded Commissioner Jarvis the material was provided previously.

AGENDA ITEM B. WELLNESS GRANT UPDATE

Sam Fletcher handed out a copy of the "Wellness Fair" flyer, an event taking place January 17, 2007 at the Ahern Building. Those helping out are: Lori Keefe and Donna Chartier of the DOC, Karma Williams of the County UNH Cooperative Extension, Carol Greenwood, the Union President, and Sherrie Curtis, Human Services Coordinator. They applied for a \$4,000 grant to establish and elaborate on their current wellness programs through the County's health insurance provider and received \$3,962.94 which will be applied to host the County's *Wellness Fair* and other events. Ms. Fletcher spoke about the Health Trust's wellness surveys coming out in January. If completed and returned by the employees through the post, they will receive \$50; or if they complete them on line, they receive \$75. There will be computers set up in Newport, at the Sullivan County Health Care and at the DOC facility to complete the survey on line. Vendors participating in the Wellness Fair in January include: *Twisted Fitness* of Claremont, *Curves* of Claremont/Newport and a massage therapist. Health Trust will be providing cholesterol screenings during the event. Ms. Fletcher confirmed she had contacted the Valley Regional wellness center and that any gym membership is reimbursable as long as they can print an attendance log. They will be collaborating with the Cooperative Extension programs, such as on finance. The Commissioners and Mr. Gil de Rubio commended Ms. Fletcher for her work on the project. Commissioner Nelson briefly pointed out the cost savings of wellness events, especially as the County is self-insured.

AGENDA ITEM NO. 3 HEALTH CARE REPORT

AGENDA ITEM NO. 3.A. CENSUS

Scott Wojtkiewicz, S.C. Health Care Administrator, noted the census was at 148, with 1 admission coming in this afternoon. Of the 148, 114 are Medicaid, 19 Private and 15 Medicare. Eight (8) beds are vacant. The November census summary was discussed. Mr. Wojtkiewicz confirmed they are behind on revenues, with the bed tax money breaking even. Mr. Gil de Rubio noted expenses are right on track. The *Sullivan County Nursing Home November 2006 Billing* report and the *Month End Aged Analysis For the Month of November* were discussed. Since Mr. Wojtkiewicz came on board, they've been sending collection letters on older accounts, and are using an attorney in some cases. He and Mr. Gil de Rubio noted the past policy was to not follow up if a patient, or family, was unable to pay on an account, and this has become a huge area they are diligently working on. They have changed the admissions process to include a thorough check on the types of insurances the patient may have and what they are eligible for, such as Medicaid. If they are eligible, but not receiving Medicaid, they are encouraged to contact the Medicaid office in Claremont. They continue to see a horrendous lag time for getting the State to sign up Medicaid eligible recipients.

AGENDA ITEM NO. 4.C. EXECUTIVE SESSION

It was decided to defer this issue later in the meeting.

#### **AGENDA ITEM NO. 4. COUNTY MANAGER'S REPORT**

##### **AGENDA ITEM NO. 4.A. GSCAHR**

Mr. Gil de Rubio noted the State compiled a statewide progress report for the different pandemic preparedness regions. He encouraged the Board to review the report, as they would receive a good sense as to the planning status of the state and regional committees. Mr. Gil de Rubio noted, though the report indicated Unity had not signed an MOU, they indeed had; and, he will be meeting with Goshen and Langdon in January to see if he can get them on board, also. The next Greater Sullivan County All Hazards Region Committee meeting is Wednesday, December 27<sup>th</sup> @ 9:30 am., at which DHHS Commissioner Stephen will provide a presentation. The meeting takes place in Newport, 3<sup>rd</sup> Floor Probate Court Room.

##### **AGENDA ITEM NO. 4.B S.C. CRIMINAL JUSTICE SYSTEM/DOC NEEDS ASSESSMENT UPDATE**

Mr. Gil de Rubio noted Rep. Ray Gagnon replaced Joe Osgood, as the Sullivan County Delegate on the Sullivan County Criminal Justice Coordinating Committee.

##### **NON AGENDA ITEM – COUNTY FY08 BUDGET**

Mr. Gil de Rubio noted Department Heads/Elected Officials are working on [FY08] budgets to submit to him.

#### **AGENDA ITEM NO. 5 COMMISSIONERS' REPORT**

Commissioner Nelson requested road reflectors to be placed to clearly mark the corner of where the State road ends (5 Nursing Home Drive, Unity) and where the road curves past the DOC facility. Someone had contacted him regarding this and feels it will prevent anyone ending up on the lawn during the winter months. Mr. Chanis confirmed he would place the reflectors.

Commissioner Clarke noted he received an inquiry from a local farmer interested in renting the Judkin's property fields, and indicated he had instructed the farmer to contact Mr. Chanis.

##### **AGENDA ITEM NO. NO. B. DOC 6 MONTH COMPLIANCE LETTER**

Mr. Gil de Rubio pointed out the Board had in their meeting binders a memo and tour notes Superintendent Hagar submitted regarding the tour the Delegates and Commissioner Nelson participated in on Wednesday, December 13<sup>th</sup>, right after the New Delegates Orientation event. He noted the Commissioners six-month inspection was due, and if they so chose, they could use those tour notes to adopt as minutes for the compliance review. The Board read through the notes, which were as follows:

*Tour: December 13, 2006 1:00PM– 2:45PM*  
*Location: Department of Corrections Jail and Transitional Housing Unit, Unity, New Hampshire*

*In attendance: Commissioner Ben Nelson, Rep. Larry Converse, Rep. Arthur Gillette, Rep. John Cloutier, Rep. Beverly Rodeschin, Rep. Peter Franklin, Rep. Tom Donovan and Rep. Matthew Houde, Rep. Suzanne Gottling Rep. Carla Skinder, County Manager Ed Gil de Rubio, Superintendent Scott Hagar, and Cpl. Sean Mellish. (Lt. Douglass Roberts and Officer Joseph Brookens joined the tour at the THU).*

**Main Jail Facility** – located at 103 County Farm Road, Unity New Hampshire.

- *Tour of entire facility ( All Housing Units, Kitchen, Booking, Medical, Classrooms, Control Center, and Reception)*
- *Viewed the cafeteria ceiling, which was under repair due to water damage from the previous day.*
- *Viewed overcrowding conditions in female housing unit and our inability to properly classify and separate inmates as needed.*
- *Viewed and discussed the lack of programming space for inmates, lack of visiting space, and lack of dinning space due to increased population.*
- *Viewed new flooring in public lobby and visiting*

**Transitional Housing Unit** – located at 4 nursing home drive, Unity New Hampshire

- *Tour of entire unit including LADC's office and classroom area.*
- *Tour inspected a few rooms and had the opportunity to speak with inmates in the program.*
- *Shower area in the THU requires repair for water damaged walls surrounding the shower stalls*

*The Tour ended at approximately 2:45 and the group moved on to tour the nursing home.*

*Scott Hagar*  
*Superintendent*

- 2:03 A motion was made by, by Commissioner Jarvis, to adopt the notes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**AGENDA ITEM NO. 6 PUBLIC PARTICIPATION**

There was no public participation.

*2:03 All left the meeting except those participating in the Executive Session and the minute taker.*

**AGENDA ITEM NO. 3.C. EXECUTIVE SESSION**

- 2:04 A motion was made, by Commissioner Nelson, to go in to Executive Session [per RSA 91-A:3.II.c.] and to include the S.C. Health Care Administrator, Director of Nursing, Assistant Director of Nursing, Superintendent Hagar and Jeff Barrette. Jarvis seconded the motion. A roll call vote was taken. Commissioner Nelson and Clarke voted in favor. Commissioner Jarvis did not vote. The motion carried.**
- 3:10 Mr. Hagar left the room.*
- 3:11 A motion was made, by Commissioner Jarvis, to come out of Executive Session. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**
- 3:12 A motion was made, by Commissioner Nelson, for the Board to authorize the County Manager to enter into a contract with Genesis for Physician services to supply a Medical Director. Commissioner Clarke seconded the motion. Discussion – Commissioner Clarke questioned if they should make a separate motion for the County manager to pursue a DOC medical director? Commissioner Nelson indicated he felt they didn't need a formal motion for this, as Mr. Gil de Rubio would be doing this anyway. A voice vote was taken. Commissioner Nelson and Clarke voted in favor of the motion. Commissioner Jarvis noted she opposed the motion.**
- 3:13 A motion was made, by Commissioner Jarvis, to adjourn the meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Ethel Jarvis".

Ethel Jarvis, Clerk  
Board of Commissioners

EJ/s.j-c.